

Approved 1/14/13

Oconee County Library Board
Finance Committee Meeting
January 3, 2013

Present: Robert Wyatt, Penny Mills, Brian Hawkins, Kelly Holt, Kacey Gray-Moore and Jackie Elsner.

Brian Hawkins called the meeting to order.

Bogart Funding

Jackie recapped the meeting from December where the Finance Committee decided to ask for funding to reopen the Bogart Library on Saturdays.

After that meeting, Donna Brumby spoke to Jackie about the higher cost of the employer's share of health insurance for each employee vs. opening the Bogart Library on Saturdays.

How can we handle both? The benefits increase is too high to be able to afford both. Donna suggested that we find out the increase in cost for the two full-time employees of the Bogart Library. The amount is \$6,360.00 just to keep the two full-time staff members employed with benefits.

The Finance Committee decided that the Oconee County Library Board should ask the city of Bogart for \$6,360.00. Currently, the city of Bogart contributes \$6,000.00 for operations and \$10,000.00 earmarked for materials. If funding remains the same, the library will lose money because of the increase in benefits.

Jackie has created a chart that illustrates the amounts given by each contributing agency to the Oconee County Libraries. She will update that chart and present it at the quarterly meeting.

The budget process for the city of Bogart starts in January. Their fiscal year runs from April 1 to March 31, not July 1 through June 30. The Finance Committee decided that we would not need citizen input at this time.

SPLOST – Oconee County

January 8th will be the first feedback on the list of SPLOST requests.

Respectfully submitted,
Kelly Holt
Oconee County Library Board Secretary/Finance Committee
January 14, 2013

approved 4/8/2012

Oconee County Library Board
Minutes of the Quarterly Meeting

January 14, 2013

The meeting of the OCLB was called to order by Chair Brian Hawkins. Members present included Robert Wyatt, Debbie Wagner, Susan Brodrick, Kelly Holt, Brian Hawkins, Scott Gordon, Deann Craft, and Adam Cain, Philip Brown, Penny Mills, and Kasey Gray-Moore. Member absent: Pat Hallow. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner.

The minutes from October 2012 were approved without changes.

PUBLIC COMMENT

There were no public comments to report.

BRANCH MANAGER'S REPORT

HUMAN RESOURCES ITEMS

Jessica Jenkins started as the new Adult Services Coordinator on October 23.

Andy Hollums resigned as PT Assistant at the Bogart Library. His last day was December 18. He accepted a full-time position with the Hall County Library System. The new PT Assistant at the Bogart Library starts January 15.

Cynthia Jameson's position has been posted. She will be retiring in March of this year.

STAFF ACTIVITIES

In November, Lonna Vines and Molly Moore submitted an application to the American Library Association Young Adult Services Association for the MAE Award for the Best Teen Literature Program. The featured programming was ZINE_AGERS: Young Adults and Alternative Literature. The award announcement has not been made as of January 14, 2013.

All staff participated in the ARLS Staff Development Day on November 12. Training was delivered by webinar to the Auditorium of the Oconee County Library. After the training, the ARLS Libraries opened at 1 p.m.

Jackie Elsner and Jessica Jenkins met with representatives from the Oconee County Chamber of Commerce Education Committee to request partnership with the library for the ALA/NEH Muslim Journeys Bookshelf grant. Oconee County Arts Foundation and Gainesville State College, Oconee Campus have agreed to partner with the library.

BRANCHES

The Oconee County Library held the Fifth Annual Haunted House on October 26. There were 303 guests in attendance. The theme was Willy Wonka. There was a costume swap where patrons could donate a used Halloween costume and select a different one at the program. A patron shared that she had recently lost her job and that the costume swap enabled her to provide a costume for her child.

A new A/C unit was installed in the Oconee County Library on October 3 and paid for with Oconee County Board of Commissioners funding. The new unit serves the Ivy Room and the Glass Room.

Kindles and Sansa mp3 players started circulating at the Oconee County Libraries on October 23. The Oconee County Library has two Kindles and one Sansa mp3 player and the Bogart Library has one of each. Funding for these items was donated by the Rotary Club of Oconee County.

An Oconee County library patron submitted the following compliment to the libraries:

1. Children's library area – excellent
2. Children's learning classes daytime – excellent
3. Study rooms – great
4. Wide/extensive variety of publications
5. Clean, neat, orderly
6. Quiet learning environment
7. Resource materials – excellent
8. Variety of opportunities for adults and children

Cynthia Jameson presented a Veteran's Day program to 782 students and teachers in grades 4 and 5 throughout the county during November. Rocky Branch fifth grade also enjoyed Cynthia's Westward Expansion program.

Give a Gift to the Oconee County Library Campaign received \$1,524.50 in donations. A photo of Jessie Johnson (Children's Specialist) on the Children's Area Facebook page resulted in an Oconee County teacher to come to the library and donate \$100.00. She said that she "had to donate when she saw Jessie's face!" Another donation of \$1000.00 came from a volunteer who taught knitting classes last summer during the Summer Reading Program.

Circulation of e-books and downloadable audiobooks has increased by 39% over FY 12. Circulation of the Young Adult book collection has increased by 22% over FY 12.

DIRECTOR'S REPORT

Kathryn reported that the Oconee County Libraries budget is once again in good shape. We are on target with the budget for Oconee County Libraries. Kathryn also reminded everyone that reports can be pulled anytime if there are questions.

The Staff Development Day, held November 12th, went well despite a few technical glitches. The focus was on e-books. More classes will be offered in the future on e-books and e-readers.

There is a possibility that major maintenance and repair funds from the state may be available. The state will do a 50/50 match on funding. If there are maintenance or repair projects, we will need to apply and lobby local legislators.

January 29 is Varsity Hot Dog Day at the State Capitol. If you would like to participate, please let Kathryn know so we can arrange a carpool. The event runs from 11:00 a.m. to 1:00 p.m. This is a good opportunity to speak with legislators about library issues.

The Mobile Computer Lab will be offering four weeks of free, basic computer classes in February. Tim Staudt (Oconee Libraries IT) will be teaching these classes. There are twelve computer stations in the lab. If anyone is interested, please call the library to be added to the list. If this project is successful, we will offer more advanced classes and focus on other regions.

The Mobile Computer Lab is a partnership project with the Regional Development Commission. The RDC provides the driver, insurance, and maintenance on the vehicle.

Kathryn also reminded everyone that the libraries are now required to report any suspicion of child abuse according to the Mandatory Child Abuse Reporting Act.

FRIENDS OF THE LIBRARIES REPORTS

The Friends of the Library had a booth at the Watkinsville Fall Festival. 255 children stopped by to decorate a small pumpkin and 236 people (132 children and 104 adults) entered the drawing for a gift bag.

At the Volunteer Appreciation Dinner on November 12th, the Friends of the Library donated funds to complete the work on the storage building for new book donations. \$615.00 was donated for the door and \$250.00 for gutters and a downspout.

On December 12th, the Friends of the Library presented a check for \$26,000.00 to the Oconee County Libraries as a gift from the Annual Used Book Sale. The Friends of the Library were really proud to be able to donate such a large amount. The Library Board cannot say enough about the incredible support from the Oconee County Friends of the Library.

The Friends also donated \$325.00 for the All Hands Puppet Show and treated the staff of both libraries to a holiday luncheon on December 13th.

Friends of the Bogart Public Library continue to run their Used Book Store next to City Hall in Bogart. During 2012, Used Book Store made \$1250.12. The city of Bogart donates the space for the book store and pays for utilities, telephone service, and provides a computer with Internet access.

The Friends of the Bogart Library also gave \$300.00 for books and Summer Reading Program supplies.

OLD BUSINESS

City of Bogart Budget Request

With the increase in the cost of insurance for each full-time staff member of the library, we will need to request an amount of \$6360.00 to cover the insurance increase. The Board would have liked to address the issue of opening the Bogart Library on Saturdays again, but felt that the insurance funding was a more critical need. The requested amount was submitted to the Bogart City Council via email. The council will give an answer at a later time.

The Oconee County Library Board voted to approve the proposal for \$6,360.00.

Strategic Planning Committee

A draft of the narrative will be presented to the Oconee County Library Board sometime in March.

NEW BUSINESS

Intellectual Freedom Committee

The Intellectual Freedom Committee met on December 12 to discuss a Request for Reconsideration of Library Materials that was filed on November 13, 2012. The book in question was Spiderman : The Amazing Story. This book is a juvenile "Beginning to Read Level 1" book located in the Children's Section of the Oconee County Library. The patron felt that the illustration on page 26 was "not appropriate because it sexually objectifies the young woman, presents an impossible-to-achieve body image for young girls, teaches young boys that women are sexual objects and if far too sexually suggestive for 3 to 8 year old children. It is simply inappropriate for this age group." The patron recommended that the library remove the book.

After a brief discussion about the Intellectual Freedom Committee's findings, the Library Board unanimously voted to keep the book where it currently is in the library.

Budget Request to the Oconee County Board of Commissioners

The Finance Committee met and discussed SPLOST funding. Approval for SPLOST requests will be in late May when the budget is passed.

To continue to operate as we are now, we will need an increase in funding to cover the higher cost of insurance. We will need to address that in our request for funding.

Kathryn mentioned that Elaine Brown, a former member of the Oconee County Library Board for ten years, and a former member of the Athens Regional Library Board, passed away this weekend.

The next meeting of the Oconee County Library Board is scheduled for April 8, 2013 at 4:30 p.m. at the Bogart Library.

Respectfully submitted, Kelly Holt, Secretary, OCLB

approved 7/8/13

Oconee County Library Board Minutes of the Quarterly Meeting

April 8, 2013

The meeting of the OCLB was called to order by Chair Brian Hawkins. Members present included Robert Wyatt, Debbie Wagner, Kelly Holt, Brian Hawkins, Scott Gordon, Deann Craft, Adam Cain, Penny Mills, Pat Hallow and Kasey Gray-Moore. Members absent: Susan Brodrick and Philip Brown. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner.

The minutes from January 2013 were approved without changes.

PUBLIC COMMENT

There were no public comments to report.

BRANCH MANAGER'S REPORT

Some of the highlights from the Branch Manager's report were:

The Muslim Journeys Bookshelf program was held on January 16 and was presented by COL. (Ret.) USA Lawrence Saul. The title was "Islam, Foundation, History, Tenets of the Faith, and the Role of Islam in Today's World." This was sponsored by the National Endowment for the Humanities and the American Library Association. Also included were twenty-five titles relating to the people, places, history, faith, and cultures of Muslims around the world.

In addition to the program, an adult programming grant application was submitted for "Muslim Journeys: Let's Talk About It – Scholar-Led Reading and Discussion Series." The University of North Georgia is the grant partner. The awarded grants will be announced on May 15.

Staff from both branches participated in several training programs. Most notably were the Mandated Reporter of Child Abuse training, Evergreen training, and summer reading program training.

Cynthia Jameson retired on March 29th. She was honored with a potluck dinner planned by the Friends of the Oconee County Libraries.

Donna Butler has filled the position of the Bogart Branch Supervisor.

DIRECTOR'S REPORT

Kathryn reported that the Oconee County Libraries budget is once again in good shape. We should be at about 75% of our budget and we are on target.

HB 490 (A BILL to be entitled an Act to amend Part 6 of Article 17 of Chapter 2 of Title 20 of the Official Code of Georgia Annotated, relating to health insurance plans for teachers and other school personnel, so as to expand board authorization to contract with local employers to librarians and other personnel employed by regional and county libraries; to provide for definitions; to provide for related matters; to repeal conflicting laws; for other purposes) did not pass. Therefore, the employers are expected to pay \$1200 a year for each full-time employee for health benefits.

During Hot Dog Day, Kathryn talked to several local legislators. They asked what they could do for the libraries and Kathryn responded by telling them how outdated the computers were. The House and Senate approved \$2 million for computer upgrades for the state's libraries.

Major repairs and renovations grant – Bogart library is in for \$100,000.00 for sewer work.

Kathryn will also email information to the Board about how each county gets their funding.

There has been huge growth in the use of e-books. ARLS has the highest circulation of e-books in the state. In early May, Kathryn and Donna will attend a meeting on the future of e-books.

FRIENDS OF THE LIBRARIES REPORTS

The Friends of the Libraries have been using the new building to store the books donated for the book sale. They have been using the old computer lab/former Talking Book Center area to sort books. They have spent a lot of time sorting already.

As mentioned before, the Friends spent a lot of time planning the wonderful retirement party for Cynthia Jameson.

OLD BUSINESS

Budget Requests

Brian thanked both Adam Cain and Robert Wyatt for making presentations to the Oconee County School Board and the City of Watkinsville. Right now, we will just have to wait and see. Votes will be taking place in June.

The City of Bogart has agreed to increase the total amount given to the library by \$1000.00. \$500.00 for materials and \$500.00 for operations.

Strategic Planning

Donna reviewed the information in the 2013-2018 draft of the Oconee County Libraries strategic plan. Once we get a time frame for SPLOST, the Library Board will need to discuss future planning.

Please review the draft and be prepared at the next meeting to suggest changes and vote.

NEW BUSINESS

New Bogart Branch Supervisor

Jackie introduced Donna Butler to the Library Board. Donna is the new supervisor for the Bogart Library. Donna has extensive library experience. She thanked the Library Board for all of their support.

Non-Smoking Policy

A patron asked if they were allowed to use an e-cigarette in the Watkinsville Library. Kathryn will bring this issue up to the Regional Library Board on Thursday, April 18th. In the meantime, the Oconee County Library Board voted to disallow e-cigarettes until the Regional Board makes a final policy.

Bogart Library Hours

Brian said that he realizes that the board may have to make additional difficult decisions if our projected funding does not cover our expected expenses in the next fiscal year, but he expressed a desire to have the Bogart location re-open on Saturday if the hours can be rearranged.

The next meeting of the Oconee County Library Board is scheduled for July 8, 2013 at 4:30 p.m. at the Watkinsville Library.

Respectfully submitted, Kelly Holt, Secretary, OCLB

approved 7/8/13

**Oconee County Library Board
Finance Committee Meeting
June 25, 2013**

Present: Brian Hawkins, Robert Wyatt, Kelly Holt, Kacey Gray-Moore, Scott Gordon, Donna Brumby, Kathryn Ames, and Mamie Simonds.

Absent: Penny Mills and Jackie Elsner

Brian Hawkins called the meeting to order.

FY 2013/2014 Funding

Brian went over the amounts granted for the Oconee County Library from each funding agency. Despite the economy, each agency did manage to increase their funding.

- Oconee County agreed to provide \$7,100 more than last year (with the stipulation that Saturday hours be restored to the Bogart library)
- The city of Watkinsville agreed to provide \$3,500 more than last year
- The city of Bogart agreed to provide \$500 more than last year.

This was good news for the Library, however, with the increase in the cost of benefits we were still left with a shortfall.

With gaps in resignations and hiring, we did come out with a little extra in the budget this year. There were also increases in the fines/fees and copy funds, but we can't count on these funds to be available every year.

The Finance Committee agreed that a 2 % cost of living increase should be added into the budget.

The Committee discussed ways in which to cut back in some areas and what the Board needed to pull from the reserve funds. The amount needed is \$27,398 (which includes a 2% cost of living increase).

The Finance Committee finally agreed to go forward with the following proposal:

- \$16,000 needs to come out of wages and benefits (at the discretion of the library manager)
- \$1,500 out of computers/technology
- \$9,898 out of reserve
- Restore hours on Saturday at the Bogart Library

The Finance Committee approved this proposal and will take it forward to the full Oconee County Library Board at the next meeting (July 8 @ 4:30 PM – Watkinsville Library).

Health Benefits Increase

Kathryn let the Finance Committee know that next fiscal year the health insurance will increase \$100 per full-time employee. This means that next year, even more money will be needed to retain the amount of full-time staff we currently have.

Respectfully submitted,
Kelly Holt
Oconee County Library Board Secretary/Finance Committee
July 1, 2013

*Approved
1/12/15*

Oconee County Library Board

Minutes of the Quarterly Meeting

October 13, 2014

The meeting of the OCLB was called to order by Secretary Kelly Holt. Members present included, Kelly Holt, Deann Craft, E.J. Stapler, Penny Mills, Debbie Wagner, Philip Brown, Pat Hallow, Scott Gordon, Kasey Gray-Moore, and Adam Cain. Also present were Donna Brumby, Kathryn Ames and Rhea Hebert.

Members absent: Robert Wyatt

MINUTES

The minutes from the April 14, 2014 and the July 14, 2014 quarterly Board meetings were approved.

PUBLIC COMMENT

There were no public comments to report.

BRANCH MANAGER'S REPORT

Some of the highlights from the Branch Manager's report were:

Two library staff members are enrolled in library school: Josh Goodwin in Bogart and Molly Moore in Watkinsville.

Some of the events that took place in the libraries:

Bogart

Constitution Week display by the Apalachee Chapter of the DAR and a Banned Book Week display.

Watkinsville

Big Springs Quilt Guild program, WW I program hosted by Col. Lawrence Saul, Constitution Week display by Jr. American Citizens, resume and job search series, Banned Books Week display.

Personnel News

There have been no resignations.

Laura Frances Kelley, circulation began on July 28, 2014.

Jennifer Gude transferred from circulation to Adult Services, August 8, 2014.

Lyndey Clayborn, YA Specialist, began August 1, 2014.

Jessica Simpson transferred from summer intern to circulation, August 4, 2014.

Donna Butler made 12 classroom visits (all of the students at Malcolm Bridge Elementary)

Two large tables and a credenza that were no longer needed at the Athens Library were moved to the Watkinsville Library in preparation for use at the expanded Bogart Library. These items are being used to hold westerns and allowed for growth in the YA Manga collection.

Two corn snakes were found at the Watkinsville Library. One was found by the cleaning crew and one by the back door. "Snake away" was placed around the building.

DIRECTOR'S REPORT

Next week is National Friends of the Library week. Take some time to thank the Friends for all that they do for our libraries.

The Libraries are joining a statewide effort called "1000 books before kindergarten." There will be reading logs for this activity and we will be asking the Library Friends to support the reading project.

We are on target budget wise. We should be at 25% at this point in the fiscal year. Everything is going well. The E-rate is disappearing and will be further reduced next year, so we will need to look at how that impacts our budget. As always, if you have any budgetary questions, please contact Kathryn or Mamie Simonds.

The Libraries have received a grant from IMLS (Institute of Museum and Library Services) to be used in support of the STEM (Science, Technology, Engineering, Mathematics) project. Funds were granted per-capita for each system. We have used the grant money for books – for all ages. \$580.00 for adult books, \$230.00 for teen books, and \$2000.00 for children's books.

FRIENDS OF THE LIBRARIES REPORTS

The book sale was a success! The final numbers are not in yet, but we are grateful for all the work that the Friends of the Libraries do for the Oconee County Libraries.

The Watkinsville Friends of the Libraries will do some heavy SPLOST lobbying in the next month. They will be handing out flyers at the Fall Festival.

The Bogart Friends of the Libraries had a table at the Bogart Fall Festival and raised \$200.00. These funds will be used to purchase LEGOS.

The Friends of the Libraries will have an appreciation dinner on November 10.

BOGART BUDGET

Kathryn handed out a sq. ft. summary of the proposed expansion of the Bogart Library. The structural engineer who looked at the library said that the building was in good shape for expansion. She also handed out a 1st year budget for the facility. This is one of the requirements for planning. The Board unanimously agreed on the space allocations and the proposed budget.

In addition to the larger space, Kathryn reminded the Board that they will need two part-time staff and increased utilities costs with the new facility.

We are number seven on the state construction list. Oconee County already has the money to give for the project. We cannot do anything until the Legislature approves the project for funding. The pick and choose from the top ten projects, so we are in good shape.

Kathryn will compile a notebook with a full set of plans. There will be copies at both libraries and the courthouse.

OLD BUSINESS

Strategic Plan

Informational statistics were given out about how we are meeting the goals of our strategic plan. In some areas, we are exceeding our goals. If there are any questions, please email Donna or Rhea.

Meeting Room Fees

E.J., Robert, and Adam met about room fees. One item that Adam brought up was political entities using the library and putting their signage out in front of the library. He would like us to take a serious look at this issue. Does this look good for the Libraries? There will be another meeting to discuss this issue.

NEW BUSINESS

Finance Committee Meeting

We are looking at ways to target the legislative delegation at the Bogart Library November 12 @ 5:00 was suggested for hosting a small event/reception. This would be a chance to discuss what kind of support we need from our legislators.

In January we would host a small reception at the Watkinsville Library for local funders. The targeted audience would be the Board of Commissioners, The School Board, and city representatives. This would be an opportunity to encourage them to consider our increase requests.

The next meeting of the Oconee County Library Board is scheduled for January 12, 2015 at 4:30 p.m. at the Watkinsville Library.

Respectfully submitted, Kelly Holt, Secretary, OCLB

Unfortunately, these are my last minutes for the OCLB. Thank you all for a wonderful five years!

approved 10/14/13

Oconee County Library Board

Minutes of the Quarterly Meeting

July 8, 2013

The meeting of the OCLB was called to order by Chair Brian Hawkins. Members present included Robert Wyatt, Kelly Holt, Brian Hawkins, Deann Craft, Adam Cain, and Kasey Gray-Moore. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner.

Members absent: Susan Brodrick, Debbie Wagner, Scott Gordon, Penny Mills, Pat Hallow and Philip Brown.

MINUTES

The minutes from the April 8, 2013 quarterly Board meeting and the June 25, 2013 Finance Committee meeting were approved.

PUBLIC COMMENT

There were no public comments to report.

BRANCH MANAGER'S REPORT

Some of the highlights from the Branch Manager's report were:

COL. (Ret.) Lawrence Saul led a presentation on the Battle of Gettysburg in April. Eight-five people attended. The response was so positive that COL. Saul will have a presentation on the Battle of Chickamauga in September.

Storytime with Miss Donna has been a popular program at the Bogart Library.

Jessie Johnson promoted the Summer Reading Program to several schools in the county during May. The Family Fun Day sponsored by the Library Friends was moved indoors because of rain. 589 people attended to kick off the Summer Reading Program.

The library was awarded a "Let's Talk About It: Bridging Cultures: Muslim Journeys" grant from the American Library Association and the National Endowment for the Humanities in May. The amount awarded was \$4500, which will be used to provide funding for scholar-led book discussions next winter/spring and training for the Project Director and designated scholar.

Jackie Elsner was awarded the Four Way Test Award for Outstanding Service To Our Community by the Rotary Club of Oconee County at their annual meeting on June 15.

Donna Butler offered a Second Saturday Storytelling program at the Friends of the Bogart Library Bookstore in June. This program will continue at the Bogart Library once the library resumes Saturday hours.

DIRECTOR'S REPORT

Kathryn reported that the Oconee County Libraries budget is once again in good shape. We are on target as far as our annual budget is concerned. Kathryn really appreciates all of the work that is going on in Oconee County.

Gaps in employment during the year led to additional funds in the personnel budget at the end of this fiscal year.

Major repairs and renovations grant – \$90,000 was approved for sewer work to connect the Bogart Library to existing sewer lines.

Two million dollars has been approved statewide for computers in public libraries. Oconee County will get some funding – the amount is based on population.

Public libraries will be a resource for information on the Healthcare Act. No specific details are available at this time.

As always, if there are any questions about budgets, expenditures, or regional policies, please contact Kathryn.

FRIENDS OF THE LIBRARIES REPORTS

Sorting for the annual book sale started in June. Every Thursday and Sunday night, members sort donations. Each day, books are moved from the lobby of the Watkinsville library into the sorting room.

The Bogart Friends bought Summer Reading Program t-shirts for the staff and additional prizes for summer readers.

OLD BUSINESS

Budget Proposal

The funding agencies for the library did increase their funding for this year. Oconee County agreed to provide \$7165 more than last year with the stipulation that Saturday hours be restored to the Bogart Library. The city of Watkinsville agreed to provide \$3500 more this year and the city of Bogart agreed to provide \$500 more than last year. With added insurance costs, the library was left with a shortfall of \$27,398.00.

The Finance Committee agreed that a 2% cost of living increase should also be added to the budget.

The Finance Committee presented a proposal to the Board addressing the need for reductions in several areas of the budget and what amount would need to come out of the reserve fund. The Finance Committee proposes:

- \$16,000 needs to come out of wages and benefits (at the discretion of the Library Manager)
- \$1,500 out of computers/technology
- \$9.898 out of reserve
- Restore Saturday hours at the Bogart Library

The Library Board unanimously approved the budget proposal.

SPLOST money was awarded to provide landscaping for the Watkinsville Library (including irrigation). Money for new signage was not approved.

Strategic Planning

A small change (removing specific wording) was made to the existing strategic plan presented at the last meeting. The Board unanimously approved the strategic plan.

NEW BUSINESS

Closing for the Fall Festivals

The Board unanimously approved closing the Watkinsville Library on Saturday, October 19, 2013 for the Watkinsville Fall Festival.

The Board unanimously approved closing the Bogart Library on Saturday, September 28, 2013 for the Bogart Fall Festival.

The next meeting of the Oconee County Library Board is scheduled for October 14, 2013 at 4:30 p.m. at the Bogart Library.

Respectfully submitted, Kelly Holt, Secretary, OCLB

Approved 10/14/13

Oconee County Library Board

Minutes of the Called Meeting

August 12, 2013

The meeting of the OCLB was called to order by Chair Brian Hawkins. Members present included Kelly Holt, Brian Hawkins, Deann Craft, Adam Cain, Debbie Wagner, Penny Mills, Pat Hallow, Philip Brown and Kasey Gray-Moore. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner.

Members absent: Robert Wyatt, Susan Brodrick, Scott Gordon,

BOGART LIBRARY

The Board was asked to look at what we wanted for the Bogart Library. How large do we want the facility to be? We can go up to 2 million dollars. The state of Georgia has a 90/10 match for the first million dollars and a 50/50 match for the next million.

Several forms will need to be submitted

Needs assessment from 2012

- Library is now 3700 sq. ft. – proposed addition of 7800 sq. ft.
- Construction can “envelope” around the existing building

Looking at population projections

Need to start pulling together figures now

Possibly ready in two years

Will this increase staffing?

- Depends on self-checkout and layout of the building
- Usually means more people to serve, increased programming
- Increase in operating costs (utilities, etc.)

Include some capital funds for renovations to Oconee Library (Roof, HVAC)

Structure of existing building doesn't allow a 2nd floor so expansion of this library is limited.

BOGART NEEDS

- Public meeting space
- Stack space
- Computers/computer space

Do we consolidate the libraries or just expand?

- School input – can't say at this time

Original proposal for Bogart– over 3 million dollars

What would we need at the end of 2019 when revenue has been collected?

Kasey moved to expand the Bogart Library with some improvements to the Watkinsville Library. This was unanimously approved by the Board.

- Self-checkout would be built into the proposal

SIGNAGE

Hoping to keep signage on the current SPLOST 2004 list. If it is not approved, we can put in a FY 15 request.

SPECIFIC NEEDS

Bogart and Watkinsville

Trying to get a lot completed with MRR money.

SATURDAYS AT BOGART LIBRARY

Busy! People are happy that the library is open again. A new staff member was hired at the Bogart Library.

The next meeting of the Oconee County Library Board is scheduled for October 14, 2013 at 4:30 p.m. at the Bogart Library.

Respectfully submitted, Kelly Holt, Secretary, OCLB

approved 1/13/14

Oconee County Library Board

Minutes of the Quarterly Meeting

October 14, 2013

The meeting of the OCLB was called to order by Chair Brian Hawkins. Members present included Robert Wyatt, Kelly Holt, Brian Hawkins, Deann Craft, Susan Brodrick, Debbie Wagner, Scott Gordon, Penny Mills, and Pat Hallow. Also present were Donna Brumby and Jackie Elsner.

Members absent: Philip Brown, Adam Cain, and Kasey Gray-Moore. Kathryn Ames was not feeling well and was unable to attend.

MINUTES

The minutes from the July 8, 2013 quarterly Board meeting and the August 12, 2013 Called Meeting were approved.

PUBLIC COMMENT

There were no public comments to report.

BRANCH MANAGER'S REPORT

Some of the highlights from the Branch Manager's report were:

Computer Specialist Evan Koch has been busy teaching a number of regularly scheduled computer classes and several individual classes.

The Bogart Library has re-opened on Saturdays. Kainien Morel was hired to work on Fridays and Saturdays. The Bogart Library has had over 500 people visit on Saturdays since the re-opening on August 3rd.

Jackie Elsner provided some comparison graphs showing the growth in Summer Reading Programs from 2012 to 2013. Overall, the staff increased their programming, and patrons have increased their attendance and participation. There was very strong growth in the Children's programming areas.

Library expansion brain-storming sessions were held at the Bogart and the Watkinsville Libraries. Kathryn Ames, Jackie Elsner, and architect David Moore met on-site to discuss the possibilities of expansion at each library. Nothing specific was agreed upon, just broad ideas for the future.

A new landscaping design for the Watkinsville Library was created by local landscape designer, Jane Bath. The design was posted for the members of the Board to see. SPLOST 2004 funds were allocated in FY 14 to renovate the library's landscape. Jackie attended the pre-bid RFP meeting on September 23. Installation of the new design is expected in November, 2013.

DIRECTOR'S REPORT

Donna Brumby filled in for Kathryn Ames and went over the expenditure sheet. So far, we are in good shape. Donna stressed that if there are ever questions about library expenditures, please contact the Business Office, or Kathryn. They are always willing to answer questions.

Donna also went over the annual report for the Oconee County Libraries. It was noted that 3 out of 5 Oconee County residents have a library card.

Donna also mentioned the MRR grant for electronics. Each county in the state received a certain amount of money for electronics. Oconee County has ordered equipment for the Bogart and Watkinsville Libraries. This money will be used for replacement equipment and upgrades.

To meet government office directives, the stated funding level per capita for library materials will be cut to \$0.00 in FY 15. The state law is \$0.35 per capita, however the state legislature can override this law. The state also expects to cut the system services grant. This money is used to pay the courier for the Athens Regional Library System. This means that patrons may have to wait longer than two weeks to receive materials from other libraries. On the surface, we will look less effective. Patrons will feel these cuts.

If possible, please attend Legislative Hot Dog Day this coming year and encourage citizens to write their legislators about these cuts.

The Royston grand opening will be on November 17th. Please stop by and take a look.

SPLOST – GUEST WES GEDDINGS

Wes Geddings, Oconee County Finance Director, attended the meeting to discuss SPLOST proposals and timelines. He provided a draft timeline of when public meetings are held, when recommendations are due, and when the public referendums are held.

Wes Geddings also discussed the water and sewer project for the Bogart Library. There are many factors involved with getting this work completed. It's not only a funding issue, but a grading issue. A geological survey is being done to assess the area leading to the treatment plant. Other businesses in the area are also interested in this project. Right now, the county is still gathering information. Stay positive!

FRIENDS OF THE LIBRARIES REPORTS

This year, booksellers were asked to purchase \$10 wristbands. The annual book sale went well.

The Friends are looking to charge ½ prices on Sundays instead of doing the \$6 bag sale. In addition, the Friends will have a mini-sale in February at the Watkinsville Library. They are now taking donations.

The Friends of the Oconee County Library donated \$23,000 from this year's book sale! Special thanks to all of the volunteers for their time and effort. Everyone on the Library Board is especially grateful for the hard work that the Friends do every year.

Penny Mills also shared that the Friends of the Libraries have donated a grand total of \$104,000 from the annual book sales. We are so appreciative of the work of the Oconee Library Friends!

NEW BUSINESS

Announcements

Brian announced that this would be his last meeting with the Oconee County Library Board. Because of work issues, Brian is unable to continue his appointment on the Board. We appreciate everything he has done as a member and the Chair of the Oconee County Library Board. Brian was presented with a certificate of appreciation and a book in his honor.

Susan Brodrick will be cycling off the Library Board this December and so this was also her last meeting. We appreciate Susan's service to the Board as a member and as Vice-Chair. Susan will serve as Chair until her term expires in December. She will also serve on the Finance Committee in Brian's place until December. Susan was presented with a certificate of appreciation and a book in her honor.

An Election Committee has been formed to look at electing new officers for the Library Board. Pat Hallow, Robert Wyatt, Deann Craft, and Scott Gordon will serve on this committee.

We will have two vacancies on the Library Board. Please encourage interested parties to submit an application to the Board of Commissioners.

Jackie reported that the signage request was not approved. We may want to revisit that at a later time.

The Finance Committee will need to meet soon to discuss SPLOST issues. The deadline is December 1, 2013. Donna will check with Kathryn to set up a meeting time.

The next meeting of the Oconee County Library Board is scheduled for January 13, 2014 at 4:30 p.m. at the Oconee Library.

Respectfully submitted, Kelly Holt, Secretary, OCLB

approved 1/13/14

to prevent long waiting
list in State - many
libraries waiting on
referendum

Library Board Finance Committee 10/23/13
project ± \$4.5 million

State funding 90/10 1st ^{100K} million then 50/50

2015 SPLOST proposal (2015-2021)

can leverage local
of State #
with

renovation of Wat library

re-do front for automated check in

separate teen dept

relocate Ivy collection

re-do Staff area

self-check would free up library to help people coming in
by go to stacks

consolidate computers, now scattered
need homework help area

glass off Children area to keep kids in

3 part proposal

- opening day for Bogart and ongoing purchase
expand collection of books \$1 mil

- land acquisition eg Saces ask Pat Holloway? how much
+ price

- expand Bogart

- renovate Watkinsville

approximate \$ for

Kathy Amer will
get estimate for us

prob think \$150/SQF

new Raystone 8700 SF

2013/50

Approved 1/13/14

**Oconee County Library Board
Finance Committee Meeting
November 13, 2013**

Present: Brian Hawkins, Robert Wyatt, Kelly Holt, Kasey Gray-Moore, Penny Mills, Scott Gordon, Donna Brumby, Kathryn Ames, Jackie Elsner.

Brian Hawkins called the meeting to order.

SPLOST 2015

Four proposals were presented to the Finance Committee.

- I. Bogart Branch Library Expansion
- II. Watkinsville Library Expansion and Renovation
- III. Future Library Land Acquisition
- IV. Materials Acquisition Proposal

The Finance Committee decided to submit all four proposals instead of combining or choosing between them. Minor changes were made to some of the wording. For proposal IV, Kathryn will include where the amount requested is coming from. The Committee decided to ask for \$3.00 per capita for materials.

Kathryn will make changes and send the revised documents out to the board.

The Committee was reminded that we need to attend the upcoming SPLOST forums and to keep an eye out for announcements.

Respectfully submitted,
Kelly Holt
Oconee County Library Board Secretary/Finance Committee
November 13, 2013